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16 JUL 1958

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director (Support)

SUBJECT: Progress Report - Language Development Program

1. This memorandum is ~~for information only~~.

2. The Agency Language Development Program was inaugurated by . The letter, signed by you and distributed to all employees, was dated 4 February 1957. It is believed desirable at this time to present a brief report on the progress of the Program from the date of its inception through FY 1958.

3. In order to determine the foreign language assets of the Agency, employees were requested to complete Language Data Records stating by self-evaluation their language proficiencies.  employees have submitted these forms.  indicated some proficiency in one or more of a total of 113 languages. 4,436 forms submitted by employees indicated no language proficiency. Agency language tests were given to 1,493 employees by the end of FY 1958. The testing program is continuing daily.

4. Language training of Agency personnel has been divided into two general categories; that is, directed language training resulting in a directed organizational duty assignment when such training is considered essential by the Head of a Career Service or an Operating Official, and voluntary language training undertaken by an individual preponderantly on off-duty time.

5. Achievement awards established for both types of training have been made to 152 employees for varying degrees of proficiency in 16 languages. Of this total, 123 awards were made for initial achievement.

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and 34 awards were made for maintaining proficiency in a previously acquired language skill. It is interesting to note that 71 of the 125 awards that were made for original language achievement were the result of voluntary study. To date, \$17,500 has been awarded to Agency employees under the Language Development Program. It is anticipated that during the first month of Fiscal Year 1959 the awards will nearly double the cumulative total previously paid. A list of the languages for which awards have been made is attached.

6. A chart listing the language training performed internally by the use of Agency facilities and externally at schools or colleges or overseas is attached for your review.

7. It is gratifying to note that progress has been made in the number of Agency people studying foreign languages. However, continued support of the Program by all Agency officials is necessary to achieve the desired goal.

SIGNED

**MATTHEW HARRD**  
Director of Training

**Attachments:**

1. Language Development Program Statistics
2. Awards by Language

**Distribution:**

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